

**Rhode Island Department of Elementary & Secondary Education**  
**SPECIAL EDUCATION COMPLAINT FORM**

**Instructions**

This form is to be completed by the person filing a complaint for a violation of special education laws or regulations on behalf of a child eligible under the IDEA and Rhode Island Special Education Regulations. For information on the appropriateness of this complaint please consult the Rhode Island Department of Education web site at [www.ride.ri.gov](http://www.ride.ri.gov) or call the Rhode Island Department of Education, Office of Special Populations at (401) 222-3505. Please complete all requested information and mail this completed form to:

**Rhode Island Department of Education  
Office of Special Populations  
255 Westminster Street  
Providence, RI 02903**

**PERSON FILING COMPLAINT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
                                    **Street                                    City/Town                                    State                                    Zip Code**

**TELEPHONE/FAX/CELL:** \_\_\_\_\_

**RELATIONSHIP TO STUDENT:** \_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**SCHOOL AND GRADE LEVEL:** \_\_\_\_\_

If the parent is not filing this complaint, please provide the following information if available:

**PARENT'S NAME:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
                                    **Street                                    City/Town                                    State                                    Zip Code**

**State the nature of the complaint including specific dates and instances of special education violations. You may attach additional sheets or continue on the back of this form.**

**Has the school been made aware of this complaint? Yes No (circle one)**

**List school district personnel who have been notified of this complaint:**

\_\_\_\_\_  
**Describe when and how school district personnel were notified (in writing, verbally, etc.):**  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Rhode Island Department of Elementary & Secondary Education**  
**SPECIAL EDUCATION COMPLAINT PROCEDURES**

1. When the Rhode Island Department of Education (RIDE) receives a Special Education Complaint Form, the complaint will be logged.
2. A letter will be sent to the special education director of the district in which the child is enrolled requesting a district response to the complaint within ten (10) days.
3. When RIDE receives the district's response to the complaint RIDE may need to conduct on-site visit(s) or interview(s) in the investigation of the complaint.
4. The complainant may submit additional information, either verbally or in writing, about the allegations in the complaint.
5. RIDE will review all relevant information and make an independent determination as to whether the school department is violating a Special Education regulation.
6. RIDE will issue a written final decision (Findings Letter) to the complainant, superintendent, and director of special education of the school district that addresses each allegation in the complaint. The Findings Letter contains:
  - a) The Complaint
  - b) Investigation
  - c) Documents Reviewed
  - d) Interviews Conducted
  - e) The Findings of Fact
  - f) Conclusion
  - g) Reason for RIDE's decision
  - h) Order (if applicable)
7. RIDE will render a final decision within 60 days after the receipt of the complaint. An extension in time beyond the 60 days is permitted only if exceptional circumstances exist with respect to a particular complaint. All parties will be notified of any extension.
8. Confidentiality statutes preclude RIDE from providing personally identifiable information to a non-parent complainant without parent consent.